Southwestern University
Flextime Schedules Policy and Guidelines
(Pilot Program)

Policy:
It is the policy of Southwestern University to establish the time and duration of working hours as required by:

• work load;
• customer service needs;
• management of human resources;
• compliance with applicable laws; and
• Hours of Work and Work Schedules section of the Employment Policies and Procedures found within the Staff Handbook.

The University also recognizes that employees may have personal preferences or obligations outside of the work place which may affect their ability to work within the University’s Official Hours of Operation, therefore the University will support, where practicable for employees and the University, Flextime Schedules as described below. It is important to note that certain departments may not be able to offer such Flextime Schedules and that nothing contained within this policy guarantees employees the opportunity to work under a Flextime Schedule.

Definitions:

• Official Work Week: From 12:01 a.m. Sunday through midnight the following Saturday.
• Normal Work Day: Eight (8) hours with one (1) additional hour meal break.
• Normal Work Week: Forty (40) hours worked within the Official Work Week, usually five eight-hour days.
• Official Hours of Operation: 8:00 a.m. to 5:00 p.m., Monday through Friday (for Administrative Offices).
• Exempt Employee: Employees who are normally paid a monthly salary and are not eligible for overtime pay.
• Non-Exempt Employee: Employees who are normally paid on an hourly basis and are eligible for overtime pay.
• Flextime (Fixed): Generally describes a work scheduling arrangement where the employer allows employees to alter their starting and finishing work times, yet maintains consistent departmental coverage within a certain “core band” of hours within the Normal Work Day and Normal Work Week.
• Flextime (Compressed Work Week): Generally describes a work scheduling arrangement where the employer allows employees to alter their work days and hours worked per work day to fulfill a Normal Work Week (40 hours) which results in fewer than five eight-hour work days, yet maintains
consistent departmental coverage within a certain “core band” of hours within the Normal Work Day and Normal Work Week.
• Southwestern University’s “Core Band” of hours: 8:00 a.m. to 5:00 p.m., Monday through Friday (for Administrative Offices).

Scope:
This policy applies to benefit-eligible, non-exempt employees. Non-exempt employees must complete the appropriate application form and receive the necessary approval from their supervisor prior to beginning a Flextime Schedule.

Note: Exempt employees may discuss this Flextime Schedules Policy, as it may apply to their position, with their immediate supervisor. Exempt employees must recognize that, in accordance with the Employment Categories Section of the Staff Handbook, they are expected to work whatever time is necessary to meet defined job responsibilities.

Guidelines:
1. Non-exempt employees wishing to request a Flextime Schedule (fixed or compressed work week) must submit a completed Request for Flextime Schedule Form to their immediate supervisor.
2. The supervisor will review the request, discuss it with the department head (if applicable), make a determination, and inform the employee.
3. Similar to the assignment of job duties and responsibilities, Flextime Schedules may be changed for employees at the sole discretion of the University as the course of business may require at any time and with or without input from the employee. For example, it may be necessary for an employee to work an alternative schedule or additional hours for a period of time as may be required by heightened departmental work load (i.e. work associated with Priority One events).
4. Similar to the assignment of job duties and responsibilities, determinations regarding Flextime Schedule requests may not be grieved by employees under the University’s Grievance Procedure.
5. Non-exempt employees participating in a Flextime Schedule must reflect the actual number of hours worked on each day worked as described in the Timekeeping Section of the Staff Handbook.
6. As described in the Holidays Section of the Staff Handbook, the University recognizes fifteen (15) holidays per year for benefit-eligible employees, based on an 8-hour work day. Flextime Schedules may require employees and supervisors to select alternative holiday days in accordance with the Holidays Section of the Staff Handbook, and/or, in the case of Compressed Work Week schedules, making-up time in excess of the 8-hour holiday day (i.e. working 2 additional hours during the holiday week if the Compressed Work Week schedule has 10-hour work days) or utilizing vacation accrual.
7. It is contemplated that non-exempt employees will submit no more than two (2) Request for Flextime Schedule forms per year. Additional requests will be considered by the supervisor on a case-by-case basis.
8. Non-exempt employees wishing to change or cancel a Flextime Schedule should complete a Request for Flextime Schedule form indicating “Change Current Flextime Schedule” or “Cancel Current Flextime Schedule” and submit it to their immediate supervisor for review and approval.
NOTE:

During the Pilot Program, Supervisors will submit a copy of all Request for Flextime Schedule forms (approved and disapproved) from non-exempt employees to the Human Resources department and indicate how many (if any) exempt employees have approached them with requests. This information will be for purposes of assessing participation in the program by the Flextime Sub-Committee of the Staff Affairs Council and the Human Resources department as one component of the overall assessment of the Pilot Program at the end of the 2004/2005 Academic Year. Neither of these entities will be included in the departmental supervisor’s decision-making process for individual requests during the Pilot Program.
Southwestern University  
Request for Flextime Schedule  
Instructions

To the Employee:

Part I

- Fill in the appropriate information on the first two lines.
- If you are submitting this application for the first time, check “Request New Policy Flextime Schedule.” If you are changing your flextime schedule, check “Revise Current Flextime Policy;” or if you are canceling your current flextime schedule and not signing up for a new one, check “Cancel Current Flextime Schedule Policy.” The “Requested Date to Begin Flextime Schedule” is the date you want to start your flextime schedule.
- Indicate the length of the Flextime Schedule by checking one of the five duration periods.

Part II

Check the flextime schedule you would like to work:

- Fixed FlexTime: This flex-time schedule shifts your daily work schedule while still working five 8-hour days, Monday through Friday. For instance, instead of the normal 8:00 a.m. to 5:00 p.m. day, you could work from 7:00 a.m. to 4:00 p.m., 7:30 a.m. to 4:30 p.m., 8:30 a.m. to 5:30 p.m., 9:00 a.m. to 6:00 p.m., etc. It is important to remember that the level of university services must be maintained during core hours, which are 8:00 a.m. to 5:00 p.m. Your supervisor will need to coordinate your schedule with other flextime participants to ensure ample coverage during these hours. Indicate the start and end times as well as your lunch period.

- Compressed Workweek: The compressed workweek schedule allows an employee to work 40 hours per week in fewer than five days. A typical schedule would be four, 10-hour days. Individuals and their supervisors will have to coordinate a schedule that best fits the needs of the department. Circle the days you want to work and indicate the start and end times as well as your lunch period.

After filling out Part II, you should sign and date the form as indicated in the bottom section of the form, then give it to your supervisor, who will complete Part III. After signing and dating the form, the supervisor should give you a copy and file the original.

To the Supervisor:

Part III

If you accept the schedule for which this employee is applying, check “Approve.” If you do not and you check “Disapprove,” you are required to give an explanation in the space provided. If, after approving a flextime schedule, you feel you need to revoke an employee’s flex schedule, check “Revoke.” You are required to give an explanation for this action in the space provided. After signing and dating the form as indicated in the bottom section of the form, give a copy to the employee and file the original.

Note: During the Pilot Program, Supervisors will submit a copy of all Request for Flextime Schedule forms (approved and disapproved) from non-exempt employees to the Human Resources department and indicate how many (if any) exempt employees have approached them with requests. This information will be for purposes of assessing participation in the program by the Flextime Sub-Committee of the Staff Affairs Council and the Human Resources department as one component of the overall assessment of the Pilot Program at the end of the 2004/2005 Academic Year. Neither of these entities will be included in the departmental supervisor’s decision-making process for individual requests during the Pilot Program.
I. Name: ____________________________________________   Department: __________________________________________

Date Submitted: ___________________________                Type of Request (please check one):

- Request New Flextime Schedule
- Revise Current Flextime Schedule
- Cancel current Flextime Schedule

Requested Date to Begin Flextime Schedule: (mm/dd/yy)_____________________

Length of Flextime Schedule (please check one):

- Three (3) Months
- Twelve (12) Months
- Six (6) Months
- On-Going
- Other (describe)________________________

II. Type of Flextime Schedule: (check one)

- Fixed Flextime Schedule
  Monday through Friday from ___________ to ___________; lunch from ___________ to ___________

- Compressed Workweek:

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<tr>
<th>Day (circle work days)</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wed.</th>
<th>Thurs.</th>
<th>Friday</th>
<th>Sat.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Hrs. (include start &amp; end times)</td>
<td></td>
<td></td>
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Comments:
________________________________________________________________________________________
________________________________________________________________________________________

NOTE: As described in the Holidays Section of the Staff Handbook, the University recognizes fifteen (15) holidays per year for benefit-eligible employees, based on an 8-hour work day. Flextime Schedules may require employees and supervisors to select alternative holiday days in accordance with the Holidays Section of the Staff Handbook, and/or, in the case of Compressed Work Week schedules, making-up time in excess of the 8-hour holiday day (i.e. working 2 additional hours during the holiday week if the Compressed Work Week schedule has 10-hour work days) or utilizing vacation accrual.

III. This section to be completed by the requestor’s supervisor:

- Approve
  Date: ____________

- Disapprove
  Date: ____________

- Revoke
  Date: ____________

Comments:
________________________________________________________________________________________
________________________________________________________________________________________

By signing below, I signify that I have read and understand the Flextime Schedules Policy and Guidelines:

Employee’s Signature (Date)    Supervisor’s Signature (Date)

Department Head’s Signature (if applicable) (Date)